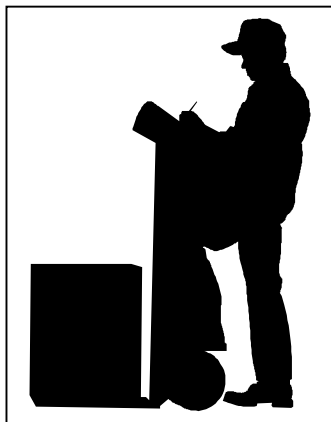


Chapter 4: Responses and File Security

Section Summaries:



Census 2000 Block Housing Unit Summary Files

The Census 2000 Block Housing Unit Summary List File is the **only** file that you need to return to the Census Bureau. There are several methods that can be used to return this information.

Census Address List File

The address file is for your use as a tool to see what addresses the Census Bureau had on its address list to create the block housing unit counts. It should **not** be updated nor returned to the Census Bureau.

Maps

The only maps that need to be returned to the Census Bureau are those with updates. These maps must be mailed to the appropriate RCC for your jurisdiction.

Destruction of File Copies

Computer-readable files will need to be destroyed along with all Census Bureau maps that show address information and any hard copies that you have created to generate block housing unit counts.

Census 2000 Block Housing Unit Summary Files

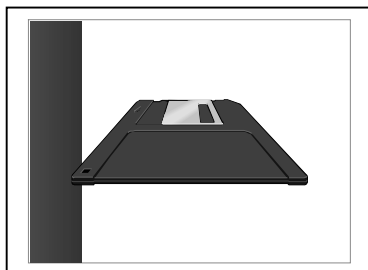
The Block Housing Unit Summary List file is the only file that you need to return to the Census Bureau. This file should contain the updated block housing unit tallies for blocks in your entire jurisdiction where you disagreed with the Census Bureau's tally. The necessary information needs to be transmitted to the Census Bureau as soon as you have finished updating the file. The Block Housing Unit Summary List file needs to be saved as a comma-delimited ASCII text file. This is the same format as the file you received from the Census Bureau. This can be done using the following methods of transmission and media:

➤ E-mail

The simplest method is to electronically transfer the information through e-mail. Attaching or enclosing the file in a mail message can do this. The only problem with this method of transfer is file size limitations set by your e-mail provider.

➤ Floppy Disk or CD ROM

This method involves copying the files to 3.5" floppy disks or to recordable CD ROMs. These media are then shipped to the Census Bureau. They should be packaged to avoid breakage and labeled as fragile and/or as computer data. Follow the rules below when mailing packages to the Census Bureau:



- Seal and reinforce all packages.
- Enclose a letter to the Census Bureau's RCC notifying them of the shipment and listing its contents.
- Send all materials at the same time.
- Use the Federal Express shipping labels provided by the Census Bureau, where this service is available.
- Use shipping contractors who provide tracing services, such as certified mail, priority mail, Federal Express, United Parcel Service, and so forth.
- Explain to carriers that multiple packages containing Census Bureau material must travel and be delivered as a unit.

Address Files

The address file that you received is not to be returned to the Census Bureau. This file is only a tool for your use during the Address List Review. Do **not** update the address list. The Census Bureau can not accept new addresses, corrected addresses, or delete addresses during this

program. All of the copies of the address files must be erased after final determination using the guidelines below.

Maps

The instructions for updating maps are in Part A chapter 6. After you have made updates to the streets and roads within your jurisdiction, return the maps to the RCC that serves your area. These maps should be rolled, never folded. Return only those maps that have had updates made to them. The maps that have map spots on them are covered under Title 13. This means that they must be treated with extra care and caution when shipping them back to the Census Bureau. Census Bureau maps, with map spot numbers and locations, that do not have corrections should be destroyed after the final determination is completed.

Destruction of File Copies

All materials that have Census address information contained or shown must be destroyed. For computer-readable files, this means deleting all copies from all machines and removable disks. If possible, do not make unnecessary copies of Census address information. If backup is necessary, do not send the tapes, cartridges, or disks off-site. Store them in a secured area in your office.

Magnetic media (tapes, disks, and hard drives) containing Census address information must be cleared prior to re-use. To clear, overwrite all sensitive data a minimum of three times using a commercial disk utility program or degauss using a commercial degausser.